



HOLY SPIRIT CATHOLIC ELEMENTARY SCHOOL

Parent Society Meeting Minutes



DATE	September 17, 2025	TIME	7:34 pm	FACILITATOR	Council
IN ATTENDANCE					
Jenelle Potyondi	Angela Prette	Allyson Sorochak	Carrie Belisle	Aoife Cahill	
Adam Lysak	Sara Lysak	Amy Hunter	Megan Zdebiak	Cecilia DeMarre	
Collin Letawsky	Jen Letawsky	Judy Nam			
AGENDA ITEMS	INFORMATION & NOTES			APPROVALS, VOTES & OWNER	
Approval of Agenda	Complete			1. Jen Letawsky 2. Adam Lysak	
Approval Minutes	Complete			1. Judy Nam 2. Cecilia DeMarre	
Parent Society Financial Report Review	<ul style="list-style-type: none">• \$13,323 raised in 2024/2025• Hot Lunch was 18% we want it to be closer to 25%.• Growing smiles brought in more in 2024/2025 than prior year• Current balance of \$12,849, balance is best around \$10,000.• Big spends: Alien Inline, Magic show, Families in Need, Curriculum Support and Music Room add.• 2 Auditors: Amy and Jen			Adam Lysak	
New Business: Vacant Roles	<p>- Chair: Cecilia DeMarre Voted unanimously.</p> <p>- Assistant Chair: Jennifer Letawsky Voted unanimously.</p>			Council Members	

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	<ul style="list-style-type: none"> - Treasurer: Adam Lysak - Communications Coordinator: Angela Prette - Secretary: Sara Lysak 	
New Business: Vacant Roles Filled	<ul style="list-style-type: none"> • Motion made by Jenelle Potyondi (outgoing Chair) to add Cecilia DeMarre and Jennifer Letawsky as signing authority to the Holy Spirit Council ATB bank account • Motion made by Jenelle Potyondi to remove Jenelle Potyondi and Jason Duniec as signing authority from the Holy Spirit Council ATB bank account. 	Jenelle Potyondi
New Business: Full year expense plan	Budget needs to be approved by December.	Council Members
New Business: Ideas for Fundraisers	<ul style="list-style-type: none"> • Read-a-thon • Veggie or fruit fundraiser • School Swag • Jerky and Sausage Fundraiser • Popcorn Fundraiser • Kids design cards (Art cards) 	Council Members
New Business: School Council Events Calendar	Moved to next meeting.	Sara Lysak
New Business: World Teacher Day	<ul style="list-style-type: none"> • Friday, October 3- Jen will coordinate • Budget approval: \$200 	1. Angela Prette 2. Adam Lysak
New Business: Hot Lunch	<ul style="list-style-type: none"> • October 17th first day. Volunteers through Health Hunger and Class Dojo. 	Amy Hunter & Sara Lysak
New Business: School Dance	<ul style="list-style-type: none"> • Friday, October 24, 2025 • Angela will coordinate • Budget approval: \$1000 	1. Amy Hunter 2. Adam Lysak

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New Business: School Dance Ticket sales	<ul style="list-style-type: none"> Motion to vote proposed by Jenelle to decide if we should charge for dance tickets. (\$5/ticket, \$20/family) Should we charge for dance tickets? 	2 votes YES 4 votes NO
New Business: School Swag	<ul style="list-style-type: none"> Jenelle to coordinate. 	Jenelle Potyondi
New Business: Plant Fundraiser	<ul style="list-style-type: none"> Delivery date is December 9th. Spirit Fest pick up December 11th. Allyson and Katie to coordinate 	Katie & Allyson
Previous Meeting Business: Alien In-Line	<ul style="list-style-type: none"> Budget approved to \$3000 	1. Jen Letawsky 2. Adam Lysak
Previous Meeting Business: Recess Equipment &	<ul style="list-style-type: none"> Has been well received. 	Council Members
Action Item	<ul style="list-style-type: none"> Jenelle to connect with Cecilia about Insurance and grant. 	Jenelle Potyondi
Action Item	<ul style="list-style-type: none"> Jen to get drink list from Aoife for staff. 	Jen Letawsky
Action Item	<ul style="list-style-type: none"> Jenelle to connect with Susan about School Swag 	Jenelle Potyondi
Motion to adjourn 8:35 pm	Complete	1. Angela Prette 2. Amy Huter
Next meeting date: October 22, 2025		